

Declassified in Part - Sanitized Copy Approved for Release 2012/01/13 : CIA-RDP88G01332R000901070053-7

Page Denied



United States
**Office of
Personnel Management**

Washington, D.C. 20415

In Reply Refer To **June 26, 1986**

Your Reference:

Dear Colleague:

Escalating costs and dwindling resources are requiring Federal agencies to do more with less. Still, techniques can be used to increase employee motivation and performance and provide substantive cost savings over the long term. One way that has proven effective in both the public and private sectors is the implementation of productivity gainsharing programs.

Executive Order No. 12552, February 25, 1986, requires each agency to encourage employee participation in its productivity program. Gainsharing is an excellent means of promoting such participation.

Our new course, Productivity Gainsharing in the Public Sector addresses the issues of interest to Federal agencies:

" How do you implement a productivity gainsharing program in public sector agencies where there is no 'profit' to share?

How do you decide whether your organization is likely to be successful in installing gainsharing?

How do you go about designing a gainsharing system and having it accepted by employees?

How will you monitor and evaluate your gainsharing plan? "

Through discussion, lecture, and examples from both the public and private sectors, you will learn:

- what gainsharing is and effective ways you can make an introductory presentation on it to others in your agency,
- how to assess your organization and determine its readiness for gainsharing,
- what steps you need to take and who needs to be involved to ensure successful implementation of your gainsharing program, and
- how to monitor the plan and evaluate the communication/involvement.

60-7

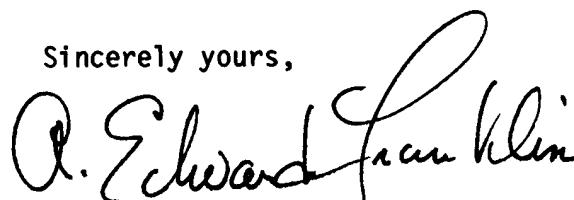
A complete course outline appears on the enclosure. Course dates are:

Nov 12-14, 1986
Feb 10-12, 1987

June 2-4, 1987
Sept 8-10, 1987

Cost per participant is \$320. We can train a group of your employees at a substantially reduced cost per participant. For more information, please call me or Bob Grossman, (202) 632-6047.

Sincerely yours,

A handwritten signature in black ink, reading "A. Edward Franklin". The signature is written in a cursive style with a large, looping initial "A".

A. Edward Franklin, Manager
Management Support Occupations Branch
Washington Area Training and Development
Services

Enclosure

PRODUCTIVITY GAINSHARING IN THE PUBLIC SECTOR

Phase I - Study

- Module 1 - Gainsharing Executive Summary
- Module 2 - Assessing the need for and developing a steering committee
- Module 3 - Assessing the organization need for gainsharing
- Module 4 - Developing and evaluating involvement/communication systems
- Module 5 - Assessing different calculations
- Module 6 - Evaluating policy decisions/identify statements
- Module 7 - Develop a draft of the plan
- Module 8 - Union acceptance
- Module 9 - Obtaining approval for the system--developing the proposal

Phase II - Implementation

- Module 10 - Organization-wide introduction
- Module 11 - Formation of developmental task force/responsibilities/
deadlines and selection of coordinator if applicable
- Module 12 - Developing implementation strategy for presentation
- Module 13 - Developing education programs and timing of sessions
- Module 14 - Getting the involvement teams and review board started

Phase III - Monitoring and Evaluating the Plan

- Module 15 - Monitoring and evaluating for involvement
- Module 16 - Post education--after implementation
- Module 17 - Evaluation of bonus and other performance results

STAT

Declassified in Part - Sanitized Copy Approved for Release 2012/01/13 : CIA-RDP88G01332R000901070053-7

Page Denied

Declassified in Part - Sanitized Copy Approved for Release 2012/01/13 : CIA-RDP88G01332R000901070053-7